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UNITED STATES GOVERNMENT

Memorandum

TO : Director of Training

DATE: 11 June 1965

FROM : Personnel Officer, OTR

25 YEAR RE-REVIEW

SUBJECT: Weekly Activity Report #12

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

EOD

W [redacted] checked into OTR/Personnel on 7 June and was briefed on processing details. He will be on home leave until 18 July 1965, and then report for a 30-day familiarization [redacted]

Personnel Officer Visit

[redacted] visited OTR/Personnel on 10 June 1965 to discuss several personnel matters. Particular emphasis was placed on [redacted] requirements.

DDS Rotation

OTR has approved the nomination of [redacted] Office for the Operations Support Course requirement. [redacted] accepted, with reservations, the Logistics

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nominee, [redacted] Yet to be identified are the Admin candidates

[redacted]

[redacted]

Summer Employment Program

[redacted] Personnel is preparing a paper outlining proposals for a summer employment program. This program, which is sponsored by the Civil Service Commission and endorsed by the Vice President, is directed at the temporary employment of youths and the school drop out problem.

Retirements

1. Concurrent with the publication of the CIA Retirement Program notice, OTR/Personnel will attempt to arrange for the Retirement Board Executive Secretary to visit [redacted] It is expected that he will give a briefing and answer questions at an informal session.

2. The Office of Personnel is continuing its processing of Messrs. [redacted] for discontinued service retirement. At [redacted] request, a special medical evaluation is being made to determine whether a disability retirement would be appropriate for him.

3. The Executive Secretary of the Agency Retirement Board has sent the five-year retirement memoranda (1970) to OTR for Messrs [redacted]

[redacted] Meanwhile [redacted] is being considered as a participant in the CIA Retirement Program and, if approved, would be eligible to apply for retirement at any time. Messrs. [redacted] although not eligible to retire now, appear to have the necessary qualifications to be participants in the CIA Program. Their retirement nominations will be submitted to the Retirement Board in the near future. All of the officers mentioned above will be interviewed by OTR/Personnel initially, to explain the features of the different retirement programs.

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Reassignments

2. [redacted] replacement, will report for duty in late July, possibly the 20th or 21st of the month.

3. [redacted] has concurred in the assignment of [redacted]

4. [redacted] now on LWOP, will be reassigned to the DDS&T with a change of service designation on 2 August 1965.

5. AF Division/Personnel advises OTR/Personnel that [redacted] will depart [redacted] on 5 August. He will complete home leave and report for duty with [redacted] Training on 1 October rather than 1 September as originally proposed. His new ETA is being coordinated with the Operations School.

6. [redacted] will check out of OTR on Friday, 18 June 1965, and report to the Payroll Branch, Office of Finance, on Monday, 21 June 1965.

Reassignment Possibilities

2. [redacted] file has been returned by DDS&T without interest. It is presently in the DDI for consideration in the Collection Guidance Staff. [redacted] DDI/Admin, wanted to interview [redacted] today, but she is on sick leave. The Personnel Branch will arrange the interview early next week.

3. [redacted] has advised us that [redacted] wants to resign on 30 June 1965 unless she can be reassigned to the Office of Finance in a less demanding position. [redacted] Finance Personnel, wants to interview her, but [redacted] have today. Interviews will be arranged early next week. [redacted]

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Personnel Officers Conference

A Personnel Officers Conference will be held on 17 and 18 June [redacted]
[redacted] will attend from the
Office of Training.

Summer Employees

1. We have been advised by the Office of Personnel that [redacted]
[redacted] has withdrawn her application for summer employment because she
hopes to work for the Peace Corps. [redacted] had been selected for
assignment to the Clerical Training Faculty. The Office of Personnel is
attempting to locate another clerk typist who will accept an assignment
at 16th Street.

2. [redacted] designated for assignment to [redacted]
did not report to OTR yesterday as originally planned. [redacted] asked
the Office of Personnel to reassign her to the Headquarters Building
because he did not feel he could provide [redacted] with adequate trans-
portation to work. The Office of Personnel is attempting to provide a
substitute. [redacted] has been advised.

3. [redacted], GS-03 Clerk Typist, reported to OTR on
Friday, 11 June 1965. Judy has been assigned to assist [redacted] in
[redacted]

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